



Clinical Receptionist Assistant, Women's Ambulatory Health - Posting #: 46292
1 position

Women's Ambulatory Health

Posting Date: October 08, 2021

St. Joseph's Hospital - London, ON

Submission Deadline: October 14, 2021

Regular Part Time

Jennifer Pasichnyk, Human Resources

Non-Union

Temporary position, anticipated to extend until April 29, 2022, subject to the availability of work.

An exciting opportunity exists for a Clinical Reception Assistant (CRA) to provide services within the colposcopy clinic, which is part of the Women's Ambulatory Health Clinic (WAHC) at St. Joseph's Hospital.

The CRA's primary role is to welcome, register and schedule the patient, escort the patient to the exam room and assist with preparing the patient for her colposcopic exam (an exam of the patient similar to a Pap test). The CRA remains present with the physician during the patient's colposcopy procedure to assist the physician and patient with the colposcopic exam, and then accurately performs the patient specimen collect, ordering and labeling process as ordered and validated by the physician.

The CRA's responsibilities include and are not limited to: being a calm welcoming presence for each patient, prepping patients for their exam, assisting the physician with patient care, scheduling and registration of patient appointments, clerical & administration duties, laboratory order entry, specimen collect/labeling, following infection control protocols for cleaning the room between patients and restocking rooms.

Essential Qualifications

- Ontario Secondary School Diploma, or recognized equivalent by the Province of Ontario
- Medical Office Assistant certificate program
- 5 years of experience as a clinical reception assistant or similar clinical role
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated computer experience in order entry and out patient registration
- Demonstrated computer skills including basic level knowledge of Word and Excel
- Excellent knowledge of medical terminology
- Excellent interpersonal and communication skills
- Ability to work quickly and accurately in a busy environment
- Good judgment and decision making skills required to ensure all necessary information is collected as per individual circumstances
- Strong customer service focus and the ability to work in a team setting as well as independently

Preferred Qualifications

- Proficiency in French would be an asset
- Previous experience in an Ambulatory setting, preferably in Women's Health
- Experience with Cerner patient care systems
- Experience in a clinic setting

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine or proof of one dose and a signed commitment to receive a second dose within a specified timeframe, and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.